

**MINUTES OF MEETING  
HIGHLAND MEADOWS II  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Highland Meadows II Community Development District was held on Tuesday, **June 16, 2020** at 2:39 p.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Rennie Heath  
Milton Andrade  
Andrew Rhinehart  
Patrick Marone

Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jill Burns  
Roy Van Wyk  
Clayton Smith  
April Payeur

District Manager, GMS  
Hopping Green & Sams  
Field Manager, GMS  
Developer's Office

*The following is a summary of the discussions and actions taken at the June 16, 2020 Highland Meadows II Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and stated that the supervisors listed above were in attendance, constituting a quorum. The Zoom call was advertised as required by Florida statute.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that public comment could be provided via the Zoom link or via phone and the public will have three minutes to provide comment on the agenda items during this part of the meeting. This is for items on the agenda. Comments on items that are not on the agenda

will be taken towards the end of the meeting. She noted they had one raised hand via the Zoom call from Jeffery Pasternak.

Resident (Mr. Pasternak) brought up the re-opening of the pool and amenities. He stated that they are pushing for it to re-open sooner rather than later, especially with Phase 2 in play. He stated that Phase 3 is potentially in the works, and with exercising now being allowed in the state of Florida, he felt it was reasonable with restrictions to be open.

Ms. Burns asked for any other comments on the agenda items. There were none.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 13, 2020  
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the May 13, 2020 Board of Supervisors meetings and asked for any comments, corrections, or additions to the minutes. Ms. Burns noted that there was one change on page 7 when talking about parking by the corner, it said 3 feet and that was a typo and should be 30 feet instead. That change would be incorporated into the minutes and she suggested approving the minutes as amended.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the May 13, 2020, Board Meeting as amended, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Reopening Plan  
Approval for Amenity Facilities**

Ms. Burns stated that they looked at insurance recommendations and counsel recommendations and what other Districts have enacted to put together a plan. She noted that they are in a little bit of a different situation because they do not have a full-time on-site staff. She stated that they had originally hoped to open at the end of this week and talking with security company and the increased patrols contemplated, they are looking to change it to Monday, June 22, 2020. With the request in additional security that they will provide throughout the county, they will need a little bit more time to get staffed up than what we originally thought. Ms. Burns stated that they propose to open up the facility on Monday, June 22<sup>nd</sup> with limited pool capacity to a maximum of 50 people at a time, which is in line with the CDC recommendations of 50 people or under for gatherings.

Ms. Burn stated that currently the janitorial contract contemplates 3 day a week cleaning. They have reached out for a quote to get cleaning every day, and some additional cleaning for the pool furniture. This will allow the pool to be cleaned everyday wiping down the high-traffic surfaces, the pool furniture, the bathroom, and cleaning the bathrooms every day. She noted that they also are going to post some signage which is in-line with insurance recommendations and recommendations from the CDC. The current pool hours are 8:00 a.m. to 8:00 p.m., that is standard for what they would be. They are asking residents to limit their pool time to 2 hours, since they are limiting capacity, they won't have people who are there for 5 or 6 hours, and all residents are able to use the pool. They are recommending that no guests be allowed at this time. That is something that Ms. Burns has seen in other facilities because they are limiting capacity and they don't want the pool full of guests, when there is no room for residents. They are asking that residents not enter the pool when they are sick, and people over the age of 65 should consider if they have underlying issues not accessing those areas. They are also going to limit the amount of pool furniture that is out, it is less cost to disinfect those and social distancing can be more easily maintained. The full set of policies and procedures were outlined for the Board, and they also have some signage recommendations for the playground area as well. The playground area is normally sanitized after use and is standard from what they've seen from other Districts. Ms. Burns asked for any questions on the recommendations. Insurance recommended that the pool be monitored, but they do not have full time staff. The security company will be there on limited hours, but the District does not have the budget to staff that facility for all hours that they are proposing to be open. Ms. Burns asked for any questions regarding the Reopening Plan. The Board had none.

#### **A. Consideration of Quote for Increased Janitorial**

Ms. Burns outlined the quotes for increased janitorial services in the package with Clean Star Services. They are currently providing the cleaning services that are subcontracted. On page 3 is a breakdown of the fees. The 3 times a week of \$450 is currently what the District is paying. This was reduced while the facility was closed during COVID. The increase to 7 days a week will be \$950 a month, which is an additional \$500 a month. If they want to put additional 15 lounge chairs on the patio, it would be another \$500 to clean all the surfaces. Ms. Burns proposed that they lock the rest of the pool furniture and put a limited number of chairs out for

resident's use and that would be an additional \$1,000 a month above what is in the current contract. She noted that they do have about \$6,500 left in the contingency line item that has not been used, so \$1,000 a month through the end of the fiscal year would be about \$3,000 of that line item. She noted that they do have the budget to increase the cleaning of the facility to 7 days a week and allow for the cleaning of those pool chairs.

**B. Consideration of Quote for Amenity Signage**

Ms. Burns stated the other quote is for the signage that was recommended by the insurance company. There are photos of the signs behind the quote of what they are proposing. What they are proposing says that if you have flu like symptoms you shouldn't enter, practice social distancing of 6 feet from others, you should wipe down the surfaces before and after use, you are using this at your own risk. She noted that they had the signs designed so that they can update the signs as situations change, if the capacity needs to increase or decrease this would allow us to make those changes. The costs are for the signs that Clayton put together, and for his staff can put them in. She recommended that one sign be posted on the pool gate, another sign be installed at the playground, and a third sign by the parking lot. That way anybody that drives by can see the first sign, and then one at the playground and one at the pool. The total for that would be \$817, and she again stated that there is contingency for that.

Ms. Burns stated if the Board approves they would be looking for approval of the increased janitorial contract, the \$817 for the signage to be purchased and installed at the Amenity, and then the Board to approve the Re-opening Plan, and she requested authorization for staff to revise the opening plan as needed.

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Re-opening Plan for Amenity Facilities, the Quote for Increased Janitorial, the Quote for Amenity Signage, and Authorization of Staff to Revise the Re-opening Plan as Needed, was approved.

Ms. Burns stated they would order the signage and revise the policies to state the opening will be on Monday. They will coordinate with security to get them back in place, and have the facility cleaned and ready to be opened on Monday. She noted that they will also post the Re-

opening Plan to the website so that residents are aware of it and they will notify the HOA as well.

**FIFTH ORDER OF BUSINESS**

**Consideration of Quotes for Landscape Maintenance**

Ms. Burns stated that she spoke to the current vendor last week and they are unable to continue to service the community. Staff is working to get proposals for consideration, and they are hoping for a new vendor to start working on July 1<sup>st</sup>, the current vendors are hoping to be out by the end of the month. Clayton got with a couple of vendors to quickly get some quotes together and they were able to receive two quotes by the meeting today.

**A. Prince & Sons, Inc.**

Ms. Burns stated the first quote is from Prince & Sons, Inc. Their total quote was \$258,560. That includes some fertilization that they had asked to be removed from the scope, which totaled \$11,440 for the fertilization. After taking that out, their total quote was \$247,320. That is over the bid threshold for maintenance of \$195,000.

**B. Yellowstone Landscape**

Ms. Burns stated the second quote received is from Yellowstone Landscaping. Their quote is \$186,000, which is in-line with the proposal that the current vendor had, which was \$183,000. So, Yellowstone's quote is within budget and they could absorb that additional \$3,000 annually.

Ms. Burns noted that Floralawn said that they would like to submit a bid but they would not be able to get it to staff until tomorrow. Ms. Burns stated the low bid they had for today would be for Yellowstone.

Mr. Heath asked what the difference was between Yellowstone and Prince. Ms. Burns stated that Prince was about \$65,000 over. Ms. Burns noted that both companies were given the same scope of work. Ms. Burns noted that Clayton has worked with both vendors.

Clayton stated that Yellowstone is a good group and he had worked with them in different Districts. Prince is also a Landscaper that they use at some other Highland Meadows communities, but they are kind of high with this proposal price.

Ms. Burns clarified that they are hoping for this contract to start on July 1<sup>st</sup>. Mr. Heath inquired about why the current vendor could not continue and Ms. Burns stated she was not sure, but it may have been a miscommunication with their crews. Clayton had tried to reach them, but they have a new foreman and didn't get responses. The current contractor felt with the size of the community that they couldn't continue to do it and asked for staff to get quotes. Mr. Heath stated that they should go with the lower bidder, Yellowstone.

Ms. Burns stated they would draft an official termination letter and it would be sent to the current vendor.

On MOTION by Mr. Rhinehart, seconded by Mr. Marone, with all in favor, the Landscape Maintenance Contract with Yellowstone, and Authorization for Counsel to Draft a Form of Agreement to Start July 1, 2020, was approved.

Mr. Andrade wanted to provide input before the motion but couldn't get on. Mr. Andrade asked what happened to Floralawn's bid. Ms. Burns clarified that when they sent out the email to the Board letting everyone know what had happened, Joel asked if they could provide a bid and they said they could but not until tomorrow. Mr. Andrade stated he felt like they had no priority for the project, and he felt it was good with the decision. Ms. Burns stated it was hard for them to get out there.

Ms. Burns noted they would draft an agreement for Yellowstone and get them started on July 1<sup>st</sup>.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2019 Audit**

Ms. Burns referred to page 35 which was review of the entire audit. There were no findings, no recommendations, it has been reviewed by Counsel and Management.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Fiscal Year 2019 Audit, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated he had no special report but wanted to let the Board know that the virtual meetings will probably end at the end of June. They are assuming that in July that the Board will return to the normal meeting process.

**B. Engineer**

The Engineer was not attending so the next item followed.

**C. Field Manager's Report**

Mr. Smith stated he would review the Field Report. Touchup painting was done as well as some cleaning up of the areas getting it ready for opening. Mr. Smith stated the gate had been fixed between the dog park and the soccer field. He stated they also replaced the soccer net and cleaned the whole entire pool area, which hadn't been done in a year or so. They did some additional vinyl fence repairs.

Regarding in progress items, they have covers for the mailboxes, which had been discussed and is going to be a very extensive project. They have 12 or 13 mailboxes, so he was still in the works of trying to figure out how they are going to tackle that and get a price from what kind of contractor we can work with. Mr. Smith stated he had not had a whole lot of luck with the usual contractors he works with due to COVID, but he would still work on that. He stated they had a fence section that needed repair as well, and some signs that needed discussion.

**i. Consideration of Quote for Requested Signage**

Mr. Smith noted that at the last meeting a resident requested some signage specific to their road and a child who has autism. They went out and worked with a sign company to create a custom sign that would basically say, "Autistic Child may not respond to verbal commands and wander risk." Mr. Smith noted that Ms. Burns held a sign on the Zoom showing an example. Mr. Smith noted they may change the design slightly, but it would also say wander risk at the bottom, because that was what the resident stated was the primary concern. Mr. Smith stated he would recommend getting two of them. One on either side of the house, approximately five houses down from the specific home. Mr. Smith wanted to bring it to the Board for approval of the design and the amount, because they had discussed passing on the costs to the resident.

Mr. Heath stated he understood the resident was not happy about that. Ms. Burns stated that the decision was up to the Board regarding the costs. It was discussed at the last meeting since it was a request that was specific to one house, as opposed to benefiting the rest of the community entirely, it would go to the resident.

Mr. Heath agreed that the CDD doesn't need to pay because it doesn't benefit the entire CDD. He did ask for clarification from counsel. Mr. Van Wyk stated that was correct. It would have to be an expenditure that was for the benefit of the general population within the District. Ms. Burns clarified with the Board that there was no objection to the design of the signs and there would be two signs at the costs to the resident.

Ms. Burns noted the resident had their hand raised on zoom. She asked if the Board wanted to allow them to talk or wait until Public Comments. A resident asked throughout the whole neighborhood when signs children at play or children playing, drive safely, who those signs are put out by. Ms. Burns stated that they did not install any signs that say children at play, the only signs the CDD has are traffic signage.

The resident stated she would like to request two signs, and that she would pay for them. She stated that they needed one on the right side, and one on the left side, because people drive both ways down that street. Ms. Burns stated she would be looking for approval for the signs to be installed and the resident pay for them.

On MOTION by Mr. Heath, seconded by Mr. Andrade, with all in favor, the Quote for Requested Signage Installed at Cost of the Resident, was approved.

Mr. Smith stated there was one last item on the Field Report which included some discussion about blind spots. Mr. Smith noted he had been driving the community and assessing some areas for blind spots. Mr. Smith stated that he was going to draw a map and provide some pictures so the Board could see. He did have a concern that certain areas could limit the parking that is already limited in certain areas, and since the community is designated a 15 mile per hour community, these blind spots are not big enough and obvious enough that it would warrant limiting the parking. Mr. Smith stated he knew there were concerns, and not everybody followed speed limit and he would follow up.



**District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns asked if there were any questions regarding the check register through the month of April. The Board had no questions.

On MOTION by Mr. Rhinehart, seconded by Mr. Andrade, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the packet for the Board’s review, and no action needed to be taken. With no questions, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Ms. Burns noted the qualifying period for two Board seats open in November. One resident qualified for each of the two seats that are open. Those two residents will automatically get those seats come November.

Ms. Burns also noted there was change in ownership of the towing company. They have had some issues trying to get in touch with them in order to send trucks out when needed. There is a specific location that they are hoping to deal with and were hoping the Board would authorize Rennie Heath as Chairman to work with staff to make that agreement in finding a new towing company. She noted there was no costs associated.

Mr. Andrade asked if new signs needed to be made with a new towing company. Ms. Burns noted the signs at the front of the community are provided by the vendor. The signs that have the parking policies on them do not have the number on them. The signs at the front of the community would be installed by the new towing vendor with their contact information. Again, no costs would be associated. Ms. Burns stated they could wait until the next meeting and bring back a form of agreement if the Board prefers.

On MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, Authorizing the Chairman to Make an Agreement in Locating a Towing Company, was approved.

Ms. Burns stated that if a change was made, they will send an email to let them know. They are going to work with the existing vendor and get things under control.

Mr. Van Wyk stated if the residents were elected by default because there was no other persons running for office, they may be subject to the Sunshine Law requirements already and he wanted to make sure they were reminded they would be covered under the Sunshine Law.

Ms. Burns stated the two residents have emailed her and she can send them the information on the Sunshine Law.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Burns asked for any Public Comments.

Ms. Kristen Anderson stated that the Board spoke about the lawn maintenance, but it wasn't in the actual agenda. The resident stated that she was hoping they can get to some of the areas that she sent pictures to Clayton of before July 1<sup>st</sup>. She stated the pictures were of areas behind her home, and the empty lot next to Woodlark. They are very overgrown, and she stated that the snakes are out as summer approaches. The resident noted she would hate to wait another two weeks. Ms. Burns stated that she would point those areas out to the current vendor.

Ms. Anderson wanted to clarify that the contact information for the towing company is on the sign at the front of the neighborhood. Ms. Burn clarified that it was. Ms. Anderson asked why the number would be posted there if they are not allowed to call the towing company. Ms. Burns clarified that that's how you know who to call if your car was towed.

Ms. Anderson also asked if anywhere on the website it was clarified that they are not allowed to call the towing company. She felt it would be confusing for the residents if it doesn't state that. Ms. Burns clarified that residents are welcome to call the towing company, but the responses they are probably going to get from the towing company is that their contract is with the CDD and that they don't necessarily take direction from residents.

Ms. Burns noted that a better way for residents to deal with that issue is to direct them to Management and they can get with the towing vendor to take care of the issue. Ms. Anderson stated it was a problem, and that someone had a car towed and it had to be resolved. She stated she wanted to avoid issues like that moving forward.

**TENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman